

UNITED STATES MARINE CORPS  
Logistics Operations School  
Marine Corps Combat Service Support Schools  
PSC Box 20041  
Camp Lejeune, North Carolina 28542-0041

MTAC 3106

**STUDENT OUTLINE**

**MONITOR PERSONNEL ASSIGNMENTS**

**LEARNING OBJECTIVES**

1. Terminal Learning Objective: Given the billet of a major subordinate command motor transport chief and references, monitor personnel assignment at the MSC, per the reference. (35xx.05.10)

2. Enabling Learning Objectives:

a. Given the billet of a major subordinate command motor transport chief and references, review tasker requirements, per the reference. (35xx.05.10a)

b. Given the billet of a major subordinate command motor transport chief and references, identify school requirements, per the references. (35xx.05.10b)

c. Given the billet of a major subordinate command motor transport chief and references, identify personnel requirements using the Table of Organization and Table of Equipment (TO&E), per the reference. (35xx.05.10c)

d. Given the billet of a major subordinate command motor transport chief and references, coordinate with G-1/S-1 to fill personnel shortages, per the references. (35xx.05.10d)

e. Given the billet of a major subordinate command motor transport chief and references, coordinate with G-1/S-1 on personnel reassignments, per the references. (35xx.05.10e)

f. Given the billet of a major subordinate command motor transport chief and references, assign personnel to unit/taskers, per the references. (35xx.05.10f)

**OUTLINE**

**1. TASKER REQUIREMENT.**

a. Review of Tasker will give you all pertinent information needed to task your subordinate commands. Information you will find in a tasker:

- (1) Subject/Mission of the task.
- (2) Points of Contact
- (3) References
- (4) Time Frame dates from and to.
- (5) Required Military Occupational Specialty (MOS)
- (6) By Rank
- (7) Quantities needed for each MOS
- (8) All other information needed to accomplish that task

## **2. COORDINATION WITH G-1/S-1 SECTIONS.**

### **a. Identify School Requirements.**

(1) Prior to identifying school requirements for your personnel you will need to review their service record for the training they have received and their qualifications.

(2) Prior to identifying school requirements for your personnel you will need to review your units Table of Organization and Equipment (T/O&E) and read the mission and personnel and type of equipment.

(3) Knowing the needs of the unit you can then identify any school requirements needed. To view the school requirements for the 35XX MOS, refer to MCO P1200.7V. The reference lists requirements and prerequisites by MOS and rank.

(4) You should become familiar with the Training Input Plan (TIP) that identifies all formal training requirements.

(a) The TIP is a five year training plan that serves as the basic for allocation of funds for formal school training.

(b) The TIP is distributed to the CG's of the MEF, MSC, MARFORRES, and the CO's of formal training centers.

(5) You should coordinate school requirements with the G-3/S-3 or whoever has By Name Assignment (BNA) authorization.

(a) BNA can be used to identify all formal school training by course, report date, convene date, and graduation date.

(b) BNA will also identify by major subordinate command (MSC) available school seat quotas.

b. Identify Personnel Requirements using the TO&E.

(1) Table of Organization and Equipment gives you all the Authorized Strength Required (ASR), of personnel by MOS, Rank and Billet description. These numbers will differ from the Staffing Goal. The Staffing Goal will be less than that of the ASR. It is not an exact science. You will usually only meet your T/O for deployments or times of War.

(2) Review your T/O&E to identify your requirements. Then you will need to get with you personnel office, G-1/S-1, to get personnel rosters of the personnel you have on-hand. Alpha Rosters are a good source of information. They give you all pertinent information on your personnel.

(3) Performing a review of your T/O and your personnel roster will identify any shortages and projected shortages of personnel.

c. Coordination With G-1/S-1 to Fill Personnel Shortages.

(1) Once you have identified your personnel shortages you will also need to conduct a reconciliation with your G-1/S-1. During the reconciliation, the shortages will be confirmed with the personnel office.

(2) Prior to submitting a request to fill your personnel shortages, a review of the in-bound roster will be conducted. This review may show that your shortages have been filled. However, if there are no in-bounds then a written request (message) will need to be submitted by the personnel office.

d. Coordination With G-1/S-1 on Personnel Reassignment. In order to reassign personnel, coordination through the G-1/S-1 must be conducted. Higher authority must authorize reassignment and there will need to be justification for the reassignment of any personnel.

e. Assignment of Personnel to Unit/Taskers. Coordination, reconcile and review of your personnel with G-1/S-1 have identified your shortages and your requirements. Before you can assign or reassign personnel, you must prioritize the needs of

the Unit/Taskers. Once the priorities have been set then assignment of personnel can be accomplished. Assignment must be done with the assistance of the G-1/S-1.

***REFERENCE:***

- 1. Local Standing Operating Procedures (SOP).***